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UNC/CFC/USFK/EUSA Reg 1-21

HEADQUARTERS
UNITED NATIONS COMMAND
UNIT #15259
APO AP 96205-0032

HEADQUARTERS
COMBINED FORCES COMMAND
UNIT #15255
APO AP 96205-0028

HEADQUARTERS
UNITED STATES FORCES, KOREA
UNIT #15237
APO AP 96205-0010

HEADQUARTERS
EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-0009

UNC/CFC/USFK/EUSA Regulation
No. 1-21

4 May 1994

(Effective 18 May 1994)

Administration

**DETAIL OF UNITED STATES OFFICERS AND
ENLISTED PERSONNEL TO ADDITIONAL DUTIES**

SUPPLEMENTATION. Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from HQ USFK, ATTN: EAHC-A, Unit #15237, APO AP 96205-0010.

1. **PURPOSE.** This regulation establishes policy and procedures for detailing assigned United Nations Command (UNC)/Combined Forces Command (CFC)/United States Forces, Korea (USFK)/Eighth United States Army (EUSA) United States (U.S.) officers, warrant officers, and enlisted personnel to additional duties.

2. **APPLICABILITY.** This regulation is applicable to all UNC/CFC/USFK/EUSA U.S. officers, warrant officers, and enlisted personnel, regardless of service, assigned or attached to units or staff sections stationed on the Yongsan Compound. The following personnel are exempt from performing additional duties under the provisions of this regulation except that all U.S. Army personnel are subject to being appointed to serve as members of courts-martial panels unless otherwise precluded by Department of the Army regulations:

- a. General officers.
- b. Chaplains.

*This regulation supersedes USFK Reg 1-21, 3 October 1979.

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c. Medical, Dental, Nurse, Veterinary, and those Medical Service Corps Officers involved with direct patient care.

d. Judge Advocate officers.

e. Officers and noncommissioned officers (NCOs) assigned to the Office of the EUSA Inspector General (IG). (Does not exclude soldiers who live in troop barracks from pulling charge of quarters (CQ)/CQ Runner duties.)

f. Personnel assigned to the Protocol Office. (Does not exclude soldiers who live in troop barracks from pulling CQ/CQ Runner duties.)

g. Personnel assigned to Secretary Combined Joint Staff and Command Group, UNC/CFC/USFK/EUSA. (Does not exclude soldiers who live in troop barracks from pulling CQ/CQ Runner duties.)

h. Personnel assigned to the Office of the Commander and Chief of Staff, Headquarters (HQ), U.S. Naval Forces Korea. (Does not exclude soldiers who live in troop barracks from pulling CQ/CQ Runner duties.)

i. Personnel assigned principal duties in the Command Center-Seoul and the USFK, J2 Sensitive Compartmented Information Facility. (Principal supervisors will provide a standard name line (SNL) list to the Commandant, United States Army Training Center-Korea (USATC-K), specifically designating/justifying these exempted positions. Personnel not listed will be included on all applicable duty rosters.)

j. Unit Commanders/First Sergeants.

k. Command Sergeant Majors/Sergeant Majors.

l. Retention NCOs/Transition NCOs.

m. HQ, Joint U.S. Military Affairs Group-Korea (MK) will provide USATC-K only common user details strength (subpara 7a) and only personnel for common user details (subpara 6a). (Does not exclude soldiers who live in troop barracks from pulling CQ/CQ Runner duties.)

n. Personnel assigned to units listed in appendix A of this regulation.

o. Those units/activities/personnel exempted by the Chief of Staff, USFK.

3. REFERENCES.

a. Required publications.

(1) AR 20-1 (Inspector General Activities and Procedures). Cited in subparagraph 7b.

(2) AR 75-15 with EUSA Suppl 1 (Responsibilities and Procedures for Explosive Ordnance Disposal). Cited in appendix A.

(3) AR 360-7 (Army Broadcasting Services (American Forces Radio and Television Service)). Cited in appendix A.

b. Related publications.

(1) AR 220-45 (Duty Rosters)

(2) AR 601-280 (Total Army Retention Program).

(3) COMNAVFORKOREAINST 5000.3J (Staff Organization and Regulations Manual).

(4) USFK Reg 10-2 (Installation Management and Base Operations).

4. ABBREVIATIONS AND TERMS. Abbreviations and terms used in this regulation are explained in the glossary.

5. RESPONSIBILITIES.

a. The Commander, 34th Support Group, is responsible for implementing the procedures outlined in appendix B.

b. Chiefs of activities and unit commanders will--

(1) Ensure requirements for details, beyond the activity/unit's capabilities, are requested from the Commander, 34th Support Group, ATTN: EANC-SA, Unit #15333, APO AP 96205-0177.

(2) Provide eligible strengths to the Commander, 34th Support Group, ATTN: EANC-SA, Unit #15333, APO AP 96205-0177, using the status report format at appendix C. They will also ensure personnel requested for details are made available and details are fulfilled.

(3) Obtain clearance from the convening authority, through the Staff Judge Advocate, for personnel on courts-martial duty, prior to approving leave, administrative absence, or temporary duty.

c. The Commandant, USATC-K, administer details for HQ UNC/CFC/USFK/EUSA, as outlined in appendix D. Staff sections will provide eligible strengths and submit requests to the Commandant, USATC-K, in accordance with (IAW) appendix D.

6. DETAILS. The following categories of details are covered by this regulation:

a. Common user details. (Details not specifically requiring a U.S. Army Officer, NCO, or enlisted person to perform.)

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- (1) Staff Duty Officer/NCO - 34th Support Group.
- (2) Unissued ID card/vehicle decal inventory.
- (3) Commissary destruction of damaged goods.
- (4) Inventory of narcotic training aids.
- (5) TISA/Class I supply point inventories.
- (6) Disposition of broken bottles - Class VI.
- (7) Commissary ring-up accuracy verification.
- (8) Loading and unloading coins in slot machines.
- (9) Fuel escort duty.
- (10) Post police call.
- (11) Military customs inspectors.
- (12) Other one-time installation details.
- (13) Mail handlers.

b. Army component details. (Details which specifically require a U.S. Army Officer, NCO, or enlisted person to perform.)

- (1) Investigation officer (Line of Duty, Article 32, etc.).
- (2) Casualty assistance officer or NCO.
- (3) Court members and/or administrative board members.
- (4) Warrant Officer/Officer Candidate School selection boards.
- (5) Reclassification and/or military occupation specialty medical retention board members.
- (6) Other one-time installation details.
- (7) Report of survey.

7. POLICIES.

a. Units and activities stationed on the Yongsan Compound will be levied for detail personnel to perform additional duties as prescribed by this regulation. Individuals will pull duties IAW their currently held rank, even if in a promotable status.

b. Officers or NOOs detailed as IGs will not be used as investigating officers or NOOs except as prescribed by AR 20-1. Further, they will not be used in any other activity that could cause a further conflict of interest should an IG investigation or inquiry be directed (e.g., inventories, cash counts, etc.).

c. Colonels (06) will be detailed to additional duties only when there is a specific requirement for an officer of that grade.

d. The establishment of detail requirements will be--

(1) Requested of either a subordinate commander, Commandant, USATC-K, or staff section chiefs (thru Commandant, USATC-K) when the type of details covered by this regulation cannot be completed on a one-time requirement within their own assets due to an imposing constraint such as conflict of interest, rank, or date of rank.

(2) Directed by the Commander in Chief, UNC/CFC; Commander, USFK; Commander, EUSA; the Deputy Commanders; or the Chiefs of Staff.

e. Detail requirements for additional duties will be submitted to the Commander, 34th Support Group, ATTN: EANC-SA, Unit #15333, APO AP 96205-0177, in sufficient time to allow coordination and levy action.

f. Details will be levied using prorated duty rosters IAW the procedures outlined in appendixes B and D of this regulation, as applicable.

8. PROCEDURES.

a. Each unit stationed on the Yongsan Compound is required to provide to the Commander, 34th Support Group, ATTN: EANC-SA, Unit #15333, APO AP 96205-0177, its assigned eligible strengths (see terms in the glossary) for definition by grade. Reports will be submitted not later than the fifth working day of the month, using the eligible end strength for the previous month.

b. Requests for additional duty personnel will be submitted to the Commander, 34th Support Group, ATTN: EANC-SA, Unit #15333, APO AP 96205-0177, and will include the following information:

- (1) Purpose of detail.
- (2) Effective date and duration of detail.
- (3) Number and category of personnel required.
- (4) Any special requirements.
- (5) Justification for the detail.

(6) Name and phone number of contact officer or NCO.

c. HQ, UNC/CFC/USFK/EUSA staff elements, and assigned or attached units will submit requests for additional duty personnel through the Commandant, USATC-K.

d. Upon receipt of the request, the Commander, 34th Support Group, will determine the validity and category of the detail. If valid, the next scheduled unit will be levied using prorated duty rosters.

e. Activities and units levied for details will not be excused without complete and proper justification. If excused, no credit will be given for the detail, and the unit or activity will remain in the next scheduled status.

f. Upon receipt of the SNL data, the 34th Support Group will publish notification to the individual(s) of the duty requirement, including orders or appointment memorandums, when necessary.

g. Requests for permanent exemption from this regulation must be submitted through the major subordinate commander to the Chief of Staff, USFK.

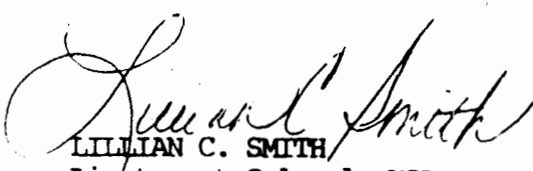
The proponent of this regulation is the Office of the Commandant, U.S. Army Troop Command-Korea. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commandant, USATC-K, ATTN: EAHC-A, Unit #15171, APO AP 96205-0260.

FOR THE COMMANDER IN CHIEF, UNC/CFC/USFK AND THE COMMANDER, EUSA:

WILLIAM W. CROUCH
Lieutenant General, USA
Chief of Staff, UNC/CFC/USFK

OFFICIAL:

WILLIAM D. MCGILL II
Colonel, USA
Chief of Staff, EUSA


LILLIAN C. SMITH
Lieutenant Colonel, USA
Assistant Adjutant General

4 Appendixes

- A. Unit Exemptions
- B. Additional Duty Detailing Procedures for the Commander, 34th Support Group
- C. Monthly Update of Personnel Strength Report
- D. Additional Duty Detailing Procedures for the Commandant, USATC-K

Glossary

DISTRIBUTION:

A

APPENDIX A
UNIT EXEMPTIONS

UNITS

EXEMPTION DOCUMENT

8TH EOD

EUSA Suppl 1 to AR 75-15

Armed Forces Korea Network, Yongsan

AR 360-7

APPENDIX B

ADDITIONAL DUTY DETAILING PROCEDURES
FOR THE COMMANDER, 34TH SUPPORT GROUP

B-1. Publish guidance on implementation of the procedures set forth in this regulation. Specifically address method used to determine validity and category of tasking.

B-2. Obtain assigned eligible strength from assigned, attached, and tenant units not later than the fifth working day of each month.

B-3. Receive all requests for additional duties and evaluate these to determine validity and category. Questionable requests will be returned to requestor for clarification or additional justification. If necessary, doubtful cases will be forwarded to the Assistant Deputy Chief of Staff, USFK, for decision.

B-4. Establish and maintain prorated unit duty rosters for the categories of details specified in this regulation.

B-5. Validated requests will be acted upon as follows:

a. Using a prorated duty roster system based on the assigned eligible strengths of tenant units, determine which unit or units will be levied for the additional duty detail. Duty rosters must take into consideration the variations in different unit strengths.

b. Publish a tasking memorandum to the unit, requesting SNL data for the number of personnel required. This memorandum will provide information specified in subparagraph 8b of the basic regulation. Tasking should be accompanied so as to allow sufficient response time from the levied activity.

c. Upon receipt of the SNL, publish notice in daily bulletin, memorandum, letter, or orders (if necessary) to the levied section or unit and individuals.

APPENDIX C

MONTHLY UPDATE OF PERSONNEL STRENGTH REPORT

UNIT/SECTION: _____

AS OF: _____

<p><u>ASSIGNED</u></p>	<p><u>AVAILABLE FOR</u> <u>INSTALLATION DUTY</u></p>
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GRADE	ARMY	OTHER	ARMY	OTHER	REMARKS
0-6					
0-5					
0-4					
0-3					
0-2					
0-1					
CW4					
CW3					
CW2					
CW1					
E-9					
E-8					
E-7					
E-6(P)					
E-6					
E-5					
E-1 thru E-4					
KATUSA E-5					
KATUSA E-4 & below					
GS-7 & above					

NOTE: (1) Assigned other - Air Force, Navy, and Marines.
 (2) Personnel who are on leave or TDY for more than 15 days of the month should be listed and enclosed with the effective dates.

POC: NAME/GRADE/TELEPHONE NUMBER: _____

APPENDIX D

ADDITIONAL DUTY DETAILING PROCEDURES FOR THE COMMANDANT, USATC-K

D-1. Obtain from staff sections/subordinate units strength reports as required by subparagraph 5c of this regulation. Provide strength reports monthly to HQ, 34th Support Group, ATTN: EANC-SA, Unit #15333, APO AP 96205-0177.

D-2. Receive all requests from staff sections for additional duties and evaluate these to determine validity and category. Questionable requests will be returned to the requestor for clarification or additional justification of the request. Forward all requests to HQ, 34th Support Group, in a timely manner.

D-3. Maintain duty rosters for all subordinate elements and HQ, UNC/CFC/USFK/EUSA, staff sections based on the assigned strengths minus exempted personnel in the following categories:

a. Rosters will be maintained for two categories:

- (1) Common user.
- (2) Army functions.

b. Three officer rosters will be maintained for each category:

- (1) Colonel (06).
- (2) Field grade officers (04/05 and W4/W5).
- (3) Company grade officers (01/02/03 and W1/W2/W3).

c. Enlisted detail rosters will be maintained for Army element and common user details in the following categories:

- (1) E6(P) - E8.
- (2) E6.
- (3) E1 - E5.

D-4. Sections/units will be notified by USATC-K of numerical requirements by memorandum. The decision as to which specific personnel performs the tasked mission is a section/unit decision, based on DA-6s maintained at section/unit level. Sections/units will promptly provide SNL data of personnel who will perform the detail to the USATC-K Sergeant Major, who will forward same to the 34th Support Group tasking office.

GLOSSARY

Section I. ABBREVIATIONS

CFC	Combined Forces Command
CQ	charge of quarters
EUSA	Eighth United States Army
HQ	headquarters
IAW	in accordance with
IG	Inspector General
NCO	noncommissioned officer
SNL	standard name line
UNC	United Nations Command
U.S.	United States (of America)
USATC-(K)	United States Army Training Center-(Korea)
USFK	United States Forces, Korea

Section II. TERMS

Tenant unit. A unit within Yongsan Compound for which the 34th Support Group has installation responsibility. (i.e., the USATC-K is a tenant unit of the 34th Support Group.)

Assigned eligible strength.

a. Common user detail strength. The military strength, by grade of each assigned, attached, or tenant unit, minus personnel exempt from duty by this regulation, as of the last day of the month.

b. Army component strength. The Army military strength, by grade of each assigned, attached, or tenant unit, minus personnel exempt from duty by this regulation, as of the last day of the month.